

**Hurricane Preparation Check List –**

**SURA Residence Facility**

**YEAR-ROUND READINESS**

1. Residence Facility Manager and staff monitor weather radio for weather watches or warnings.
2. Residence Facility Manager briefs new personnel on JLab's Severe Weather preparation and response plans. Brief visitors if the Lab has announced HPC-2.

**HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)**

*Duration of Hurricane Season (June 1 – Oct. 30)*

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
  - a) 100 garbage bags with ties
  - b) Sufficient flashlights and spare batteries for guest rooms and main building
4. Report completion of preparations to Staff Services Manager.

**HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)**

1. Coordinate notification/rescheduling of group reservations with Staff Services and/or JLab hosts.
2. Review incoming guest reservations and evaluate options for rescheduling individuals and groups if applicable.
3. If circumstances so warrant, revise or add supplemental information to Severe Weather Memo for guests, and distribute. (Sample copy of memo is on the last page of this checklist.)
4. Evaluate all maintenance work in progress or about to start, and take appropriate action to secure or postpone.

5. Ensure guests are informed of latest weather information.
6. Brief staff on roles during Readiness Condition 3.
7. **Report completion of preparations to Staff Services Manager.**

### **PREPAREDNESS CONDITION 3 (HPC-3) – Highest**

1. Ensure guests are informed of latest weather information. Distribute updated Hurricane Memo to all occupied guest rooms.
2. Brief staff, visitors, and subcontractors about where sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
3. Turn off; disconnect copier, fax machine, and other electrical equipment as appropriate (except telephones). Computer precautions:
  - a. Turn off all computers and peripherals in office, Great Room, and guest rooms.
  - b. Unplug all computer power, communications connections, peripherals, and other electrical equipment.
  - c. If feasible, cover computers, monitors, and printers with plastic bags. Make certain the power cord has been disconnected.
4. Move items susceptible to water damage from floors to table or desk tops.
5. Remove personal and other items which may be required during the recovery period when building access may be restricted.
6. Close window blinds.
7. Close and lock doors.
8. If feasible without unplugging, place telephones in desk or cabinet; otherwise, cover with plastic.
9. Store all critical books, documents, diskettes, and papers in a secure drawer or sealed plastic bag.
10. If site is to be evacuated, unplug all kitchen appliances except refrigerators.

## DOWNGRADING READINESS CONDITIONS

1. When Lab management lowers the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. Guests may return to rooms that have been inspected, and no damage is evident.
4. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Manager.

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Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

Maintained by [webmaster@jlab.org](mailto:webmaster@jlab.org)

For questions regarding Emergency Management, contact [John Kelly](#).

# MEMORANDUM

**DATE:**

**TO:** SURA Residence Facility Guests

**FROM:** Residence Facility Manager

**SUBJECT:** Hurricane Preparations

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Jefferson Lab is preparing for possible hurricane conditions based upon the most recent National Weather Service forecast. The Lab closes when predictions indicate hurricane or tropical-storm-force winds at our location within the following 12-24 hours. All JLab staff, subcontractors, and users are required to leave the site until there is an official announcement to return. This includes the Residence Facility. The safety of our staff and guests on site is our primary concern.

Should a storm's forecasted path suggest a threat to this area, Lab staff, subcontractors, and users will get information about increased levels of preparation as they have in the past: All-Staff messages from the Director, notices placed on the JLab web page, announcements at the 8:00 Accelerator MCC Meeting, division or department phone-trees, and recordings on the main Lab phone number (757-269-7100) and the JLab Status Line (757-232-2000).

In the meantime, many preparations are underway around the site to make the facility as secure as possible from high winds and heavy rain, possible disruption to utilities, and able to evacuate quickly should that be necessary.

Here is some important information for Residence Facility guests:

1. The Residence Facility will close if the Lab does. Your sponsor or the User Liaison Office will assist you in finding other accommodations until the Lab re-opens.
2. The Weather Channel (TV Channel 37) provides 24-hour updates on local weather conditions. Weather information is also available on the JLab "Insider Page."
3. We have placed a flashlight in your room in case the electricity goes out.
4. If you become concerned about your safety during the night, you can call the JLab security guard, extension 5822 (or 269-5822 from a cell phone), for assistance.
5. You can call 911 to reach Newport News emergency services at any time from a stationary phone or cellular phone.

Thank you.